

FY 2016 Notice

❖ Budgets are due on **Friday, August 1, 2014**. NO EXCEPTIONS!!!

❖ 5-Year Strategic Plans will be due at a later date **to be determined**.

New!

❖ The order of the PINs fields on the Major Objects Salary screen has changed.

New!

❖ Please pay close attention to the area “Program Decision Units”. Separate decision units based on requested changes and do not add together multiple changes into one column.

❖ If your agency received any revenue resulting from the BP Oil Spill, please identify these funds on the “Other Special Funds B. Sources” section of the ABRS Funding Details screen. Additionally, please identify any BP-related expenditures in the Narrative Section.

❖ All agencies with state support special funds are asked to identify those items on the appropriate lines in the ABRS program. The state support special funds are 1) Budget Contingency Fund, 2) Education Enhancement Fund, 3) Health Care Expendable Fund, 4) Tobacco Control Fund, 5) Hurricane Disaster Reserve Fund, and 6) Capital Expense Fund.

❖ Identify each budget and strategic plan with the proper LBO number. Also, please include the LBO number on any cover sheets of larger bound budget packets. (See the LBO ABRS web site, shown below, for a list of LBO budget numbers, or contact your budget analyst.)

❖ Program Budget names must be spelled correctly and listed in the exact order as approved by LBO and DFA. Consult your budget analyst if necessary.

❖ If your agency has performance measures included in the appropriation bill, please include these exact measures in the Program Budget screens of the ABRS program.

❖ LBO requires **16** copies of the budget request; DFA requires **4** copies. **Make sure you select the "Final Print" option on the ABRS Print screen when printing your final version. Your budget CANNOT be accepted if it has the "Draft" watermark and heading on it.**

❖ Please do not bind your agency’s submitted budget request unless it is absolutely necessary. A staple at the upper left corner is sufficient.

❖ All the files, forms and instructions related to the budget preparation process can be downloaded from the Legislative Budget Office web site:
<http://www.Lbo.ms.gov/> -- click the Budget Request System button.